

Sample By-Laws for sub-state VOADs

These are provided as a guide only. If you choose to use them you can easily personalize them for your sub-state VOAD by doing the following "find-replace" function.

For Microsoft Word:

1. From the menu bar at the top of the page - click "Edit"
2. From the dropdown menu click "Find"
3. On the "Find" tab, enter <<insert community/area name>> in the blank space.
4. Click on the "Replace" tab within the same menu window and enter the name of your local community or area covered by your sub-state VOAD. (e.g. for the by-laws to read "South Central Missouri VOAD" simply type in "South Central Missouri")
5. Click the "Replace All" button.

The only other blank needing your attention is in the Membership section detailing amount of the dues. There is one under each of the Full Membership and Affiliate Membership sections.

<<insert community/area name>> **VOLUNTARY ORGANIZATIONS**
ACTIVE IN DISASTER (<<insert community/area name>> VOAD)
BY-LAWS

Article I: GENERAL

Purpose and Objectives of the <<insert community/area name>> VOAD: <<insert community/area name>> VOAD coordinates planning efforts by many voluntary organizations responding to disaster. Member organizations provide more effective and less duplication in service by getting together before disasters strike. Once disasters occur, <<insert community/area name>> VOAD encourages members and other voluntary agencies to convene on site. This cooperative effort has proven to be the most effective way for a wide variety of volunteers and organizations to work together in a crisis.

<<insert community/area name>> VOAD serves member agencies through:

- A. **Cooperation:** To create a climate for cooperation, sharing information and meeting together periodically.
- B. **Coordination:** To foster common understanding, develop advocacy and deliver services in an integrated manner.
- C. **Communication:** To publish and disseminate information, and a directory of member organizations and resources.
- D. **Education:** To increase mutual awareness and understanding of each organization.
- E. **Leadership Development:** To share resources and support activities to build better leadership within member organizations.
- F. **Mitigation:** To embark upon activities that will lessen the impacts of disasters on communities throughout the Ozarks.
- G. **Outreach:** Conduct proactive efforts to bring new members to the organization and encourage representation throughout the Ozarks.
- H. **Convention Mechanism:** To arrange for such meetings, task forces and conferences as necessary to accomplish the purpose of <<insert community/area name>> VOAD. This applies to planning and preparedness as well as initiating direct response.

Section A - Name

The name of this organization is the <<*insert community/area name*>> Voluntary Organization Active in Disaster (<<*insert community/area name*>> VOAD).

<<*insert community/area name*>> VOAD is a sub-state counterpart of the Missouri Voluntary Organizations Active in Disaster (MOVOAD).

Section B - Address

The <<*insert community/area name*>> VOAD mailing address will be that of the Chairperson of <<*insert community/area name*>> VOAD.

Article II: MEETINGS, MEMBERSHIP, & VOTING

Section A - Meetings

- (1) Regular meetings shall be conducted no less than quarterly.
 - (a) Requests for special meetings may be made to any <<*insert community/area name*>> VOAD officer by any "full membership" organization representative. The officer will poll the Executive Committee by telephone, and if a majority of the Executive Committee concur, the special meeting will be called.
- (2) The annual meeting shall take place during the fourth quarter of the calendar year.
- (3) A notice mailed to all members two weeks in advance shall constitute proper notice for the conduct of business at any regular or annual meeting. Members may elect to be notified via email. The two weeks written notification can be waived only if all members are notified by telephone.
- (4) Roberts Rules of Order shall be considered the general rules for the conduct of meetings.

Section B - Membership

General Membership Requirements: Membership is open to individuals from organizations with a stated policy of resource commitment (i.e., personnel, funds, and equipment) to meet the needs of people affected by disaster, without discrimination - and - meet all criteria in one of the

following categories of membership.

(1) Categories of Memberships

Full Membership

- Organizations must have a voluntary membership and be qualified as a non-profit under I.R.S. regulations 501(c)(3).
- Compliance with the general membership requirements and agreement with the purpose and program of <<*insert community/area name*>> VOAD.
- Willingness to participate in committing resources to carry out the functions of <<*insert community/area name*>> VOAD.
- Representation at the annual meeting by a designated representative
- Representation at other meetings called by the organization.
- All full members are expected to participate in at least one committee.
- Membership fee = \$<<*insert fee*>> (Due July 1st of each year, thereafter)

Affiliate Membership

- Affiliate membership may be granted to any individual from an organization with disaster planning and operations responsibilities or capabilities which does not meet the requirements for full membership. This category includes government agencies.
- Compliance with the general requirements of membership and agreement with the purpose and program of <<*insert community/area name*>> VOAD.
- Willingness to participate in committing resources to carry out the functions of <<*insert community/area name*>> VOAD.
- Representation at the annual meeting by a designated representative
- Representation at other meetings called by the organization.
- Membership fee = \$<<*insert fee*>> (Due July 1st of each year, thereafter)

(2) Applications

- (a) Individuals requesting membership will apply to the Secretary of the <<*insert community/area name*>> VOAD. They will submit
- An application form approved by the Executive Committee
 - A summary of their organization's program and policies regarding disaster services. (NOTE: Agencies belonging to NVOAD need not attach a program and policy statement as these are necessary to become members of NVOAD)
 - Required membership fee for each individual making

application.

- Verification of 501(c)3 status is seeking "Full Member" status.

(b) The Secretary will present the application and materials to the Executive Committee for review.

(c) The Executive Committee will make a recommendation on membership acceptance.

(3) Termination:

Membership in <<*insert community/area name*>> VOAD may be terminated by:

(a) The voluntary withdrawal of the organization by submission of a letter of separation; or

(b) Failure to meet the conditions of membership (including non-payment of dues)

(c) Conduct contrary to the purpose and objectives of the <<*insert community/area name*>> VOAD as verified by the Executive Committee.

Section C - Voting

(1) Each agency shall appoint one representative to act as their official voting delegate. Each agency shall have only one vote on any issue.

(2) Five member organizations must be present to constitute a quorum at any regular/annual meeting. Four member organizations must be present to constitute a quorum at any Executive Committee meeting.

Article III: LEADERSHIP & STANDING COMMITTEES

The Leadership of <<*insert community/area name*>> VOAD shall consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer. Their duties and responsibilities are as follows:

Chairperson presides at meetings, acts as spokesperson and representative, delegates tasks, convenes at meetings, and provides leadership.

Vice-Chairperson acts in place of Chairperson in their absence.

Secretary maintains the membership database, keeps minutes of all general membership and executive committee meetings, maintains archives, and conducts the annual membership drive the second quarter of every calendar year.

Treasurer submits quarterly financial reports to the general memberships and prepares the annual budget.

Section A - Term of Office

The term of office shall commence on January 1st after being elected at the annual meeting prior and shall run for one year through December 31st. The officers are eligible to succeed themselves; provided, however, that no person may hold the same office for more than three (3) consecutive terms.

An officer may resign by submitting a resignation in writing to either the Chairperson or Secretary. In the event of the resignation of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson.

Officer vacancies shall be filled by appointment of the Chairperson. Such appointed officers will serve until the next regular election.

Section B - Nominating Committee

The Chairperson shall appoint a Nomination Committee at the regular first quarter meeting consisting of a representative from three (3) different "full membership" organizations. The chosen representatives shall decide on a chair for the committee among them. The Nominating Committee will identify a slate of officers consisting of at least one eligible person willing to serve in each of the leadership positions including a member at large on the Executive Committee. The Nominating Committee shall solicit each member organization in writing requesting nominations for leadership positions. This information shall be considered by the Nominating Committee in preparing the slate of officers.

The Nominating Committee shall serve until the conclusion of the election at the annual meeting.

Section C - Executive Committee

The membership of the Executive Committee shall consist of the <<*insert community/area name*>> VOAD Chairperson, Vice Chairperson, Secretary, Treasurer and one member at large. The member at large may be a "full member" or "affiliate member". All other officer positions must be "full members".

An organization may not have more than one member on the Executive Committee.

Article IV: BUDGET & FINANCE

<<*insert community/area name*>> VOAD is not a fund-raising or disbursing organization. Any funds received will be used to meet the operational expenses of <<*insert community/area name*>> VOAD or a specific project if they were designated.

In the event of the dissolution of <<*insert community/area name*>> VOAD, any remaining funds and assets shall be disbursed to the state level VOAD; MOVOAD.

Article V: AMENDMENTS

Amendments to these by-laws may be made by a two-thirds vote at any regular meeting.